



Gen AI Use Guide for Students

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1 The Thinking Phase

- What am I trying to accomplish?
- Will AI help me save time?
- Will using AI help or hurt my learning?

2 The Writing Phase

- **Say what you need.** (A paragraph, table, image, ideas, etc.)
- **Include any requirements.** (Sources, length, format, etc.)
- **Be clear and specific.** Give AI enough information to create what you need.



3 The Evaluation Phase

- Does the information make sense?
- Does it match what I learned in class or from reliable sources?
- Check anything you don't know. AI can make mistakes or make up information.

**AI SHOULD help with the task,
NOT do the thinking for you**

AI can help with things like organizing, brainstorming, and getting started.

The problem starts when you let AI do the thinking, learning, or decision-making for you.

